



iDMB

A Newsletter for the Employees of the Department of Management and Budget

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Employees who submitted cost-cutting ideas in the Your Idea Count\$ initiative were invited to a Great Suggestions Breakfast with Director Mitch Irwin. Some employees who attended were Uday Malavia, Howard Pizzo, Michael Zingsheim, Jon Seeger, Laurie Tossava, Irwin, Karen Deering, David Arking and Pam Nemanis.

Employees thanked for ideas

Employees who participated in the cost-saving program, Your Idea Count\$, were recently feted for their contributions. At a Feb. 23 breakfast event, Director Mitch Irwin praised the employees' efforts and encouraged them to continue working with colleagues to find additional ways to reduce expenses.

"We appreciate the efforts of our employees to help identify ways to cut costs," Irwin said. "Many of the submissions we received could only have originated from the employees sitting around this table. I know that Your Idea Count\$ will continue to be a viable vehicle for suggestions so that we can save even more in the coming year."

Attendees discussed their submissions, including some issues that might arise during implementation, and considered ways to improve participation in the departmental suggestion program. One employee proposed that solicitation of ideas become a standard meeting topic, and another suggested that the department hold brainstorming sessions to generate cost-saving measures.

Employees received a Your Idea Count\$ button as a token of thanks for their participation.



Do you have a cost-saving idea to share with DMB? Send your thoughts to Your Idea Count\$ at nemanisp@michigan.gov.

News from the Offices

Blinds spots causing more accidents

At least once a week a child in America is run over, typically in drive-ways or parking lots.

According to Consumer Reports, the blind spot behind a tall vehicle such as a Chevrolet Avalanche truck can extend as much as 51 feet in the case of a small-statured driver about 5 feet 1 inches tall. Even for an average-sized driver, 5 feet 8 inches tall, the blind spot can extend nearly 30 feet behind the Avalanche, according to the consumer advice publication.

Pointing out statistics showing at least one child a week in the United States is killed in a backover incident, Janette Fennell, founder and president of the child safety advocacy group Kids and Cars, urges that some kind of backover warning and prevention device be made mandatory on all vehicles. Fennell's group only collects data on children, but she acknowledges adults also can be and are killed and

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DMBusiness: Acquisitions area focuses on four top initiatives

Each month, DMBusiness offers perspectives on Department of Management and Budget priorities. This month, Acquisition Services Director Sean Carlson answers questions that affect the department for 2004.

What is your office doing to support DMB's 2004 priorities?

Executive Directive 2003-8 established a task force to review Michigan's procurement and contracting practices. This group convened an advisory board of business executives and used recommendations by the advisory board and Acquisition Services to establish four top initiatives for 2004:

- **Integrity:** To demonstrate this initiative, Acquisition Services is developing ethics training and requiring procurement staff to submit conflict of interest disclosures. A new debarment policy was created, and contract terms and conditions to address the corporate responsibility of vendors are being revised.
- **Reduce Contractual Expenditures:** Efforts to increase competition among bidders have intensified. Greater scrutiny of sole-source contract requests has increased competition and reduced costs. Other initiatives include reducing length of contracts and the number of contract extensions and consolidating public-sector demand for goods and services. MiDEAL (formerly the Extended Purchasing Program) is consolidating demand, increasing volume and reducing costs.
- **Improve State's Contracting and Purchasing Processes** through standardizing contracts: Work on contractual terms and conditions overlaps this task. Other initiatives include reviewing departmental purchasing authority and focusing on contract administration processes to curtail fraud, waste and abuse and integrate fiscal responsibility.
- **E-Procurement:** Implementation of a new procurement system.

Logistics employees achieved savings by changing the recycling program, reengineering state and federal surplus programs, and partnering with other agencies on warehousing and transportation issues.

What benefits will your office's efforts bring to DMB and state government?

- Maximize tax dollars by reducing contractual expenditures
- Operate more efficiently
- Reduce costs
- Improve service
- Raise ethical standards through education and awareness

What do you need from all of us in DMB to help you succeed in your efforts?

Acquisition Services' vision is "Integrity First - Quality Service Daily - Responsible Spending Always." To meet that vision, we:

- Need timely, constructive feedback on our services and operations.
- Ask customers to be realistic about expectations.

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News from the Offices

Vehicle staff talk to group

Steve Cheal and Ronda Whiting of Vehicle and Travel Services gave an overview of their office's services at a meeting of the Great Lakes Chapter of the Society of Government Meeting Professionals Jan. 21. The organization is made up of professionals who plan government meetings and individuals who supply services to government planners. SGMP is dedicated to improving the knowledge and expertise of individuals in the planning and management of government meetings.

Backover accidents

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injured in backovers. In fact, the Centers for Disease Control and Prevention estimated that 2,767 people were treated in emergency rooms from July 2000 through June 2001 because of backovers.

From Traffic Safety News and Facts for Employers from the Network of Employers for Traffic Safety

Are we there yet? Measuring DMB's progress

Dear DMB Colleagues:

Have you ever been driving to a destination when someone in the car asks: "Are we there yet? How much farther do we have to go?" Have you ever changed your plans on a trip because of unforeseen events? (e.g., "Due to the traffic jam in Detroit, we're going to pass up our stop at Bronner's to get to Tahquamenon Falls by dark.")

Measuring our progress toward where we want to go is a part of our daily lives. It's the way we know if we've achieved what we set out to do. We plan what needs to be done and how long it will take. We measure our progress and change our activities when needed. Planning, implementing, measuring and adjusting keeps us focused so we can accomplish the things that are most important to us.

Measurement in our professional jobs is important, too. Without shared goals and a measurement of our progress toward completion, we lose all sense of direction. But measurement takes time. So we want to measure the most important things and do it in the most effective manner. With this in mind, DMB is making a change to improve how we measure and report our progress.

A few years ago, DMB adopted a Balanced Score Card with departmentwide measures to observe and communicate DMB's progress toward meeting the goals from our strategic plan. Improvements to the plan and the measurements have occurred over the years, and in the spirit of continuous improvement, it is time for another change. I've listened to our employees and heard there is a need to have measures that are more specific to each office. While strategic direction, priorities and targets are shared by all of DMB, the focus and projects needed within each office or division to meet them may vary.

Beginning this quarter, DMB will move the focus of measurement to the office level. Office directors need your help to create a balanced set of measures that are more specific to your office and divisions. DMB's priorities and targets are clear. Offices have plans that include projects to reduce expenses, improve services or build skills and capacity within our offices. Our challenge now is to create measures that are relevant to each office. Measures that:

- focus on outcomes
- track progress
- indicate when adjustments are needed
- report completion or improvement

We all appreciate a clear direction and an opportunity to celebrate our successes. I hope you will contribute your ideas on the activities and measures that will be most helpful to your success. We all know we are accomplishing great things each day. Let's continue to plan, measure and share in the celebration of jobs well done.



News from the Offices

Kudos

Mail run carrier Frank Masseau and staff from Logistics and Mailing Services received

Living the Values praise for their first-rate service.

Annie Minshall from the Department of Labor and Economic Growth was impressed at how quickly a proof for letterhead traveled from her Plainwell, Mich., office to Print and Graphic Services at the Secondary Complex.

"Our mail pickup is at approximately 10:00," Minshall wrote. "At 3:00 Don (Mulvany) from Print and Graphics called me to discuss the proof."

"I always believed that the mail run was done in a similar fashion to the U.S. Postal Service," she said. "I had no idea that our mail run service ran so quickly or efficiently."

Hoffman said.

Employee program offers help for eating disorders

From the Michigan Employee Service Program

According to the National Institute of Mental Health, eating disorders affect 5 million to 16 million Americans. Although these disorders can affect people at any age, 86 percent of affected individuals report onset of the disease before age 20. Eating disorders are potentially life threatening, with up to 10 percent of cases resulting in death as a result of medical complications. There are three main types of eating disorders:

- **Anorexia nervosa** is characterized by an intense fear of gaining weight, self-starvation, loss of menstrual periods, distorted perception of body shape or size, and a body weight that is 15 percent below normal.
- **Bulimia nervosa** is characterized by binge eating (out-of-control eating of large quantities at one sitting), immediately followed by purging (self-induced vomiting to get rid of food), excessive use of laxatives, obsessive exercise, dissatisfaction with body, and fear of gaining weight.
- **Binge eating disorder** is characterized by episodes of binge eating without the purging behavior of bulimia.



Signs of eating disorders. There are indications of an eating disorder that those who are close to the person may be able to observe. Often there are unusual eating habits or rituals associated with anorexia, hoarding food or eating in secret associated with binge eating, and immediately going to the bathroom after eating with bulimia. Depression, isolation from friends and family, mood swings, compulsive exercise and abuse of alcohol or other substances may occur with any of these disorders.

Anorexia has the highest mortality rate of any psychiatric illness, with one in 10 cases resulting in death. Some symptoms include:

- Dry skin, sallow complexion and hair loss.
- Growth of fine hair over body and face, purple nail beds and cold extremities.
- Dizziness, fainting, loss of energy and damage to heart, kidneys and pancreas.

Bulimia nervosa also poses serious medical problems such as:

- Damage to parts of the body, including teeth, throat, lymph and salivary glands, esophagus and digestive tract.
- Dehydration, weakness, muscle spasms, electrolyte imbalance and headaches.

News from the Offices



Storekeepers join DMB staff

Seven storekeepers from the Department of Treasury joined the Department of Management and Budget Jan. 5. The staff members include (back row) **Bryan Decker, Pat Ross, Calvin Black, Bill Holloway**, (front row) **Pat Goodman, Teri Wise and Kris Cupples**. The new DMB staff members are located at the Hazel Street Facility.

DMBusiness: Acquisition Services

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- Need committed partnerships to tackle goals and address shortfalls.

"Our plate is full," says Acquisition Services Director Sean Carlson. "However, I'm proud of the way our team responded to the governor's executive directives and achieved \$100 million in contractual savings in 2003. With the qualities and professionalism this staff has, I have no doubt we will succeed in carrying out the recommendations of the task force."

Help is available for eating disorders

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Binge eating disorder can be connected to obesity-related diseases such as diabetes, high blood pressure and risk of stroke.

Treatment of eating disorders. Eating disorders can be treated successfully. Early diagnosis offers the greatest likelihood of successful treatment. A complete physical examination is necessary to determine if there is immediate medical danger and if hospitalization is needed. Once the medical condition is stabilized, an ongoing treatment program often involves a combination of services, including counseling approaches such as individual, group and family sessions; nutritional counseling and education; and possible antidepressant medication. Support groups may also be helpful for some individuals. Recovery is a long process and relapse is not uncommon. However, if the person stays with the treatment plan, a return to a normal, healthy lifestyle is clearly possible.

If you are concerned about your eating habits, you are invited to join more than 500 state employees who have used the Employee Service Program's free interactive screening programs. This anonymous screening for eating disorders is available at www.mentalhealthscreening.org/screening (keyword: espmi). You can spend about five minutes responding to some questions and receive immediate information if your answers are consistent with the presence of an eating disorder. You also will be informed how to obtain treatment services.

Employee Service Program counselors offer confidential assistance with work-related and personal concerns of state employees. To learn more, visit the Employee Service Program link at www.michigan.gov/ose/.